

INTER DEPARTMENTAL CO-ORDINATION



*The ICG Staff
Annual Picnic at
Rustic Farms,
Valpoi.*



About ICG - Inter Departmental Coordination

With over 3000 members from around the country and across the world, ICG aims to address their various needs and requirements. Focus is put on to strengthen the Inter departmental coordination, so that each and every department works efficiently focusing on their areas of specialization. Following are some areas which reflect these initiatives:

1) Personnel Officer:

Communication is the vital tool which keeps all the departments updated at all the time. Personnel department acts as single satellite channel in keeping these departments posted on all the activities such as matters related to staff welfare, holidays, staff on leave, schedule of meetings, training schedules, Statutory compliances in ESI & P.F. etc.

2) Secretary to Director cum Research Assistant:

Besides interacting with the staff, members and regular visitors who seek appointment with the Director this department is a single point of communication with the members for addressing their issues related to memberships.

3) Programs:

This Department handles all the programs/ seminars/ Talks/ debates etc which are organized by ICG or by the Clients at ICG venues through out the year. Each of the events has its own requirement of set up and display which can only happen through the perfect coordination of this department with all other departments and also with the clients/ hosts.

4) F & B:

Centre has in house Food and Beverage services for its members and guests which are run by an outsourced F & B service provider. However to have control over the operations of the contractor, this department was established since last two years and the coordination between the clients organizing the event at ICG and with the F & B operator takes place very smoothly with uninterrupted link with the parties.

5) Library/Business Centre:

The residential guests find this facility very convenient as they can use the Internet and WiFi facility to be in touch with their functional heads while they are away. Most of the Guest use the facility to refer to books of their choice and interest from amongst the collection we have at the Centre. This department also coordinates with the Programs department in displaying our book stall and other items for various events.

6) Reception/ Front Office:

The front office is the first point of contact for our guests and members. One of our very good receptionists left for heavenly abode and his absence is still felt by us all. This department is the focal point of communications with all other departments and is manned 24x7 transmitting the Information/Communications and acts as single window contact between Clients and the Centre as a whole.

7) Other departments like Housekeeping / Maintenance/ Accounts:

All these departments work in harmony with the other departments and the routine operations of the Centre's activity runs smoothly.



*Top: ICG Founder's Day - Inauguration, painting and photography competition
 Below Middle: Diwali Rangoli Competition and Brig.(Retd) N H Braganza speaking on the occasion
 Below Left: Mr. Amey Hegde - "Creating Positivity Within"
 Below Right: Ms. Maryann Lobo and participants at the workshop.*

